

FINAL MINUTES  
LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 6, 2018 10:00 am  
Unit 402

Board of Directors present: Pam Dixon, Debbie Robertson, Leigh Tollefson. Kachina Management: Mark Rounsaville. Homeowners present: Jack Kaffer, Tom and Georgia DesMarais, Sherman Agins and Michael Moore.

- I. Call to order 10:05 am.
- II. Approval of Minutes.
  - A. November 14, 2017 Board Meeting attached to these Minutes. **Motion to accept Minutes as read was made by Debbie Robertson, seconded by Pam Dixon. Minutes approved unanimously.**
- III. Reports.
  - A. Manager's Report and Update. Manager's report is attached to these Minutes. Additionally, Kachina is awaiting the estimate from Coral Pools for repair/replacement of spa jets and tiling the spa per Maricopa County's specifications. The estimate will be discussed at the Annual Meeting on March 6, 2018. Mark also informed us he is in the process of searching out a new bank and changing to it.
    - B. Treasurer's Report. Treasurer's report is attached to these Minutes. Debbie had multiple questions regarding costs assigned incorrectly to some of our line items and concerns regarding the balances on our Balance Sheet. A new accountant has been hired at Kachina who will be in contact with Debbie and rectifications will be discussed and made.
    - C. President's Report. Pam introduced Debbie Robertson who accepted the position on our Board as Treasurer after Leslie Hine-Rabichow resigned. Two new owners, Sherman Agins and Michael Moore, were introduced and welcomed. Jack Kaffer has agreed to be the Chairman of the Landscaping Committee, Pam Dixon will be the Secretary and Tom DesMarais has volunteered to be on the committee as well.
- IV. Old Business.
  - A. Additional lighting for stairways. A Mr.BEAM MB 5200 led, battery powered with 15 foot motion detector had been purchased and tried out with very favorable reviews. **A motion to purchase six lights and the needed batteries from Amazon and installed by a handyman was made by Debbie Robertson, seconded by Pam Dixon and passed unanimously.**
  - B. Recycling. Tabled for more research.
  - C. Late fees. **A motion to have Mark Rounsaville create a late fee policy allowing the management company to collect a \$15.00 late assessment fee which will be used to cover their administrative costs was made by Leigh Tollefson and seconded by Debbie Robertson and passed unanimously.**

V. New Business.

A. Authorize Mark to get bids for insurance. Mark is currently getting costs from multiple insurance companies for coverage of our association which is due in March. He will provide the Board with the costs and coverage prior to the expiration of our current policy.

B. Gravel for complex - approval of estimate. We received a bid from Sexton Landscape for \$1650.00 for 15 tons of granite and the labor to spread it around. We will ask Sexton to determine the areas that the gravel needs to go. **Leigh Tollefson made a motion to approve \$1650.00 to be paid from the Repair and Replacement Reserve for gravel replacement, seconded by Debbie Robertson and passed unanimously.**

C. Authorization for Oleander trimming. Sexton Landscape provided a bid of \$2495.00 to trim all the association's oleander shrubs. Prior to accepting their bid, there are a few questions that need to be addressed: 1. Will they spray for Gall (oleanders are susceptible to this disease after trimming). 2. Does this price include maintenance of the oleanders' height once they're trimmed. 3. Does Sexton's insurance policy cover their employees for working on ladders? **Debbie Robertson made a motion to approve Sexton's bid for up to \$2500.00 to be paid out of the Repair and Maintenance line (07001) to trim the oleanders by one-third pending the responses to the above questions, seconded by Leigh Tollefson and passed unanimously.**

D. Cracks in pool decking. Repair to the cracks in the cool decking will be addressed during the annual meeting along with the repair to the spa jets.

IV. Housekeeping items.

A. Discussion regarding March Annual Owners Meeting topics. Consideration is being given to asking for a special assessment to cover the costs of the spa repair and retiling.

B. Landscape/Maintenance Committee. The Landscape Committee includes: Jack Kaffer, Chairman; Pam Dixon, Secretary; Tom DesMarais. Jack will be talking with other Association members about joinining the committee. Special attention will be given to the slope along Sundance Trail.

C. Heating the pool. **Debbie Robertson motioned to begin heating the pool immediately, pending weather changes; seconded by Leigh Tollefson and passed unanimously.**

VII. Homeowners Comments.

A Homeowner asked about the election of the Board members and the size of the Board (three members plus a management company). Another Homeowner expressed appreciation and thanks for the work and effort done by the Board.

VIII. Adjournment. **Leigh Tollefson motioned to adjourn; seconded by Debbie Robertson and passed unanimously.** Adjournment at 11:31 am.

Respectfully submitted,

*Leigh Field Tollefson*

Leigh Field Tollefson

Secretary

attachments: Final Minutes from November 14, 2017, Managers report, Treasurer's report.

Las Torres HOA  
Board of Directors Meeting  
AGENDA

February 6, 2018 10am Las Torres Unit 402

I. Call to Order

*NOTE: This is a LTHOA Board of Directors meeting. LTHOA owners may participate only during designated portions of the meeting after being recognized by the presiding Director. Owners are allowed to comment on and ask questions about agenda items under new and unfinished business items after the Board has discussed the item, before the Board takes formal action on that item.*

II. Approval of Minutes

A. November 14, 2017

III. Reports

- A. Manager's Report & Update
- B. Treasurer's Report
- C. President's Report

IV. Old Business

- A. Additional lighting for stairways
- B. Recycling costs
- C. Late fees and Notice of Association fee increase

V. New Business

- A. Authorize Mark to get bids for insurance
- B. Gravel for complex - approval of estimate
- C. Authorization for Oleander Trimming
- D. Cracks in pool decking

VI. Housekeeping Items

- A. Discussion regarding March Annual Owners Meeting Topics
- B. Landscape/Maintenance Committee
- C. Heating the pool

VII. Homeowners Comments

*NOTE: This is the time for owners to comment. Members of the board may not discuss items that are NOT on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), actions taken as a result of public comment will be limited to future agenda items. We respect your opinions and welcome them. Thank You*

VIII. Adjournment

*Per Arizona State Statute 33-1248 (AZ Condo Act) All meetings of the Association and Board of Director Meetings are open to all members of the Association or to any person designated in writing by a member as the member's representative for that meeting*

FINAL MINUTES  
LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
2018 Budget Round Table Discussion  
November 14, 2017  
Unit 402

Board of Directors present: Pam Dixon, Leslie Hine-Rabichow and Leigh Tollefson. Kachina Management: not present. Homeowners present: Paul Cirello, Tom DesMaris, Robert and Diane Luciani, Lorraine Simmons, Eileen Swete.

I. Call to Order 10:00 am

The order of the Agenda was changed by the President to accommodate the Homeowners who needed to leave early.

II. Homeowners' Budget Round Table - Proposed 2018 Budget.

A. Proposed budget (including Reserve expenditures (Operational Reserves and Repair/Replacement Reserves) from 2017 and anticipated in 2018) and Budget Committee Meeting Minutes are attached.

B. 2018 Budget was reviewed line by line and compared to our past budgets of 2016 and 2017. Explanations from the Board and discussion and input from the Homeowners was taken into consideration resulting in some changes to a few line items. The Board would like to thank the Budget Committee and the Homeowners present for providing insight and discussion into planning our 2018 Budget.

III. Approval of Minutes.

A. September 19, 2017 Board Meeting. **Motion to accept Minutes as read was made by Pam Dixon, seconded by Leslie Hine-Rabichow. Minutes approved unanimously.**

IV. Reports.

A. Manager's Report and Updates. No report.

B. President's Report and 2018 Budget Committee Report. Pam Dixon presented the Budget Committee Minutes and Proposed Budget. Both are attached to these Minutes.

C. Treasurer's Report. Leslie Hine-Rabichow's report is attached to these Minutes.

V. Old Business.

A. Bocce Ball Court/Horseshoe Pit Motion. After discussion about the costs to repair the bocce ball court and the recommended conversion of the space to a horseshoe pit/bean bag toss area (as a more useful and cost effective option), **a motion to approve up to \$1200.00 to be paid out of the 2017 Budget (Repair and Maintenance 07001), per recommendation of the Budget Committee was made by Leigh Tollefson and seconded by Pam Dixon. Motion passed Unanimously.**

B. Recycling Progress. (discussed during Budget Round Table earlier, but recorded here) Leslie and Paul Cirello met with a representative of Curbside Disposal and Recycling to review trash and recycling alternatives in our existing dumpster sites. We will be able to put three

garbage receptacles and three recycling receptacles (each 1-1/2 yards) in both our current sites at a cost of \$258.00 per month. Leslie will also be looking into materials and costs to build gates for the front of both areas. These anticipated costs will be covered in the 2018 Budget.

C. Termite Inspections - Dates. Termite inspection is scheduled for Monday, November 20, 2017, 10:00am-2:00pm. Notice of this date as well as follow up date will be sent out by the end of this week.

VI. New Business.

A. 2018 Las Torres Budget and 2018 Assessments Motion. **A motion to present to the Homeowners the 2018 Proposed Budget as discussed in today's Round Table to include a ten percent (10%) increase of the monthly HOA assessments was made by Leigh Tollefson and seconded by Leslie Hine-Rabichow. Motion passed unanimously.**

B. Spa inspection and violation letter from Maricopa County. Tabled until the first meeting in 2018.

VII. Homeowners Forum. (occurred during the Budget Round Table, but recorded here)

Concern was expressed by a few of the Homeowners present regarding the waste pipe cleanout servicing the 100s and the 200s done this past July and included a request by a Homeowner to see the plumber's report. It was suggested that a Maintenance Committee would be beneficial to survey the association and assist with repairs (irrigation was especially discussed). Two Homeowners volunteered for that committee. Paul Cirello will be heading up the Landscaping Committee along with four of our Homeowners, they will be looking into solutions for our irrigation system as well as our pink paths. One Homeowner reported not receiving Board notices and communications--their email information was requested. Two Homeowners inquired about the meeting times and would prefer we schedule our meetings in the evening.

Respectfully submitted,

*Leigh Field Tollefson*

Leigh Field Tollefson  
Secretary

attachments: 2018 Proposed Budget (including 2017 and 2018 Reserve account expenses); Budget Committee Minutes; Treasurer's Report.

# Kachina Management Inc.

Las Torres

Managers Report

2/4/2018

Spa Jet repairs. Repair is much more extensive than originally thought. Followed up with the owner of Coral Pools.

Contacted homeowners regarding Asphalt repairs, sent out notice with map to direct where to park during the repairs.

Began preparation for Annual Meeting in March. Meeting announcement with nomination form has been sent to all homeowners.

Prepared 2018 Budget, ordered coupons sent out year end letter to homeowners.

Contacted Fire Department/Water Company to ensure damage to the driveway caused when the Fire Hydrants were upgraded in January.

Dealing with issues with current bank, looking into changing to Parkway Bank.

Contacted TCH Plumbing to ensure they are performing <sup>semi-annual</sup> quarterly services.

Followed up with Landscaper regarding trimming the Oleander at the North drive that is overgrown making it difficult to see around.

Collected and sent bids from for trimming the Oleanders to the BOD. South side of sport court

Followed up with the landscaper on the plan to fix slope. on Sundance Trail

**2.6.18 BOARD MEETING  
TREASURERS REPORT**

As a result of turnover at the management company there are still a few unresolved issues with year end 2017 financials which are in the process of correction. Below info reflects those corrections.

Accounts as of December 31, 2017

Operating Account:		\$ 3,962
Reserve Fund Balances:	Operating Reserve	\$ 11,960
	Repair & Replace Reserve	\$ 134,610 (Capital Expenditures)

For several years the HOA has had two R&R Reserve bank accounts. As of December 1<sup>st</sup>, they have been combined into the National Bank Reserve account. Capital Expenses will be paid by the board directly from this account for more clear accountability.

As of January 1<sup>st</sup> the HOA assessment increased to \$339 per month. Request that Kachina and Board not assess late fees on short payments for first few months.

There were no out of the ordinary expenses for the month of December.

Paving work done to Las Torres was paid out of the Capital Expense R&R Fund.

As of 2/5/18 I am not in receipt of January financials.

Submitted

Debbie Robertson, Treasurer